

**OHIO AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) JOB ANNOUNCEMENT**

Application Opening Date:
25 MAY 2023

Application Closing Date:
24 JUNE 2023

Position Number:
23-302-C

Duty Position:
ADMINISTRATIVE OFFICER

Grade Min. / Max.:
CAPT (O3) / LT COL (O5)

Duty AFSC:
97E0

No AGR Resource exists for this position.

Promotion is based upon Control Grade availability and approval by the Force Development Council (FDC).

This position is being announced concurrently as a technician position. AGRs are eligible to compete for this position. Fenced resources will not be realigned outside of their Program Element Code (PEC). To view the technician job announcement, please visit USAJobs.gov and search by the announcement number.

Duty Location:

179 AW
1947 Harrington Memorial Road
Mansfield, OH 44903

Selecting Official: Col Ken Kmetz

Point of Contact: MSgt Natasha Grau

DSN: 696-6122 **Comm:** 419-520-6122

Who May Apply: Open to onboard permanent members within the 179AW/200RHS (* Airmen affected by the 179th RIF will have priority).

Qualifications, Duties and Responsibilities:

Refer to the Air Force Officer Classification Directory or Air Force Enlisted Classification Directory: (accessed from a .mil computer) <https://mypers.af.mil/app/categories/c/1363/p/13>

REQUIRED DOCUMENTS:

1. NGB Form 34-1, dated November 2013, signed, dated and annotated with job number and title
 - a. [NGB 34-1 form](#)
 - b. All applicants must fully complete SECTION IV of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 17) require a full explanation in SECTION V to the "YES" response.
 - c. Application must be signed. To avoid this signature being removed once you combine as one PDF, sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print.
2. Current & complete Record Review/ Update, Record Report on Individual Personnel (RIP) printout from virtual MPF (A Career Data Brief (CDB) is not accepted) If the system is down, visit your local Force Support Squadron. They can provide you with a copy of your Single Unit Retrieval Format (SURF)
3. Most recent copy of current and passing fitness assessment (Fitness reports must be updated to include current fitness assessment due date)

ADDITIONAL REQUIRED DOCUMENTS REQUESTED BY SO:

4. Resume

****All applications must be sent as one PDF file****

HOW TO COMBINE TO PDF:

1. Click Tools
2. Click Combine Files
3. Drag and drop your PDFs into the PDF combiner
4. Rearrange individual pages or entire files, if needed
5. Click 'Merge PDF!' to combine and download your PDF

HOW TO PRINT A RIP:

1. Log in to [vMPF](#)
2. Look in the section 'Most Popular Applications' on the left hand side
3. Click on 'Record Review/Update'
4. Click 'View/Print All Pages' at bottom of list on left hand side
5. Right Click 'Print!' and select Adobe PDF or Microsoft Print to PDF
6. Save your file in a location to be added into a single PDF file for your application

HOW TO PRINT YOUR AFFMS II REPORT:

1. Log in to [myFSS](#) with CAC
2. Click 'I Agree – Continue' when prompted
3. Scroll down and click on 'myFITNESS'
4. Click Create PDF Portfolio and Next
5. Click 'Fitness Tracker Report' mid right-hand side
6. Click 'Printable View' on top right-hand side
7. Right Click 'Print!' and select Adobe PDF or Microsoft Print to PDF
8. Save your file in a location to be added into a single PDF file for your application

Applications must be emailed to:

LAUREN.PETERSHEIM@US.AF.MIL

Applications received after midnight on close date will be returned without action.

Inquiries: Email SMSgt Lauren Petersheim
Air AGR Manager
Lauren.petersheim@us.af.mil

The Adjutant General's Department
2825 West Dublin Granville Road
Columbus, OH 43235-2789

Tour Stabilization

IAW ANGI 36-101, para 6.6.1. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard

Recruiting and Retention

IAW FY22 ANG Incentive Program Operation Guidance dated 01 October 2021, newly hired permanent AGRs have different rules now regarding recoupment of bonuses. Effective immediately, members must visit their Recruiting and Retention office as soon as they are notified of selection to ensure no errors of recoupment of bonuses and incentives are made due to change of military status

Equal Opportunity

Fair and equitable treatment of all personnel, regardless of their employment status, is paramount. Traditional Airmen, military technicians, and AGR personnel must be given equal opportunity to be considered for AGR vacancies. Application screening will be made without regard to race, religion, color, gender, or national origin. Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.

